The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Iraq</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Possibility of Extension</td>
<td>Yes</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>Immediate</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Erbil [IRQ]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Non-Family Duty station</td>
</tr>
</tbody>
</table>

Living Conditions

UN personnel in Iraq operate in a volatile security environment. In Erbil duty station personnel work in secured compound with limited access outside of the city, which usually can only be done with stringent clearances and depending on the destination, a military escort. Erbil is a non-family duty station and is classified as security risk moderate. UN personnel in Erbil live in MORSS (Minimum Operational [Residential] Security Standards) compliant residences outside of the UN compound.

International personnel operating in Iraq must take online security awareness in the field trainings prior to arrival in Iraq and undertake a mandatory Security Induction Awareness Training (SAIT) immediately upon arrival.

The Rest and Recuperation (R&R) cycle in Erbil is 8 weeks, with the designated place of R&R being Amman, Jordan.

Currently there are UN flights (UNAMI and UNHAS) to and from Iraq, covering Iraq, Kuwait and Jordan. There are many international flights to Erbil, Baghdad and Basrah.
There are some ATMs operational in Erbil (Northern Iraq). The dominant currency in use in Iraq is USD. The Iraq dinar is used with an exchange rate of approximately USD 1 = 1,220 Iraqi dinar. Market is mostly cash-based; both USD and Iraqi Dinar are widely accepted. Payments by credit cards are accepted in limited number of shops.

UN personnel need to be culturally sensitive and adjust to the culture of the country.

Assignment Details

Assignment Title
Digital Communications Specialist

Organizational Context & Project Description

Present in Iraq since 1976, the United Nations Development Programme (UNDP) is committed to supporting the Government and people of Iraq during their transition towards reconciliation, reform and stability.

UNDP supports the Government’s vision for a sustainable, peaceful Iraq through an approach that strengthens societal resilience to better deal with social, economic, environmental and political shocks and stresses through four interlinked, inclusive and holistic development pathways.

Underpinned by a resilience-based strategy that addresses the needs of the most vulnerable communities, these are:

- Strengthened stabilization;
- Diversified pro-poor economic growth for sustainable livelihoods;
- Improved governance with accountable institutions that protect the rights of vulnerable groups and pave the way for citizen-state trust; and
- Decreased fragility to climate change.

UNDP Iraq is leading on a number of high-profile projects and priorities to advance development in Iraq and support the country in its quest to achieve Agenda 2030, including raising awareness about the impact of climate change, supporting small to medium enterprises and young entrepreneurs, and advancing a robust anti-corruption reform agenda.

The main objective of the Digital Communications Specialist is to optimize UNDP Iraq’s digital channels as well as manage and analyse the effectiveness of digital content, campaigns, and UNDP’s overall digital presence. The Digital Communication Specialist will create communications strategies specific to projects and/or activities, as well engaging content to publish on UNDP Iraq’s various channels.

Sustainable Development Goals

11. Sustainable Cities and Communities

Task description

Reporting into the Team Leader, Communications and Advocacy, the UN Volunteer will be expected to:

- Support the implementation of the UNDP Iraq communications and advocacy strategy, working closely with UNDP Iraq Communications Cell members
- Lead UNDP Iraq’s digital communications strategy, keeping abreast of digital communications trends and innovations and apply to UNDP Iraq digital ecosystem where appropriate
- Identify, develop, and publish high-quality, innovative, and compelling digital communications products including web articles, blogs, opinion pieces, infographics, social media content and post-event reports, in line with UNDP corporate branding and donor requirements.
- Lead the maintenance and management of UNDP Website, include the rollout of new global CMS (Drupal)
- Analyse, monitor and report on the performance of UNDP Communications channels, using in-built and external analytics software such as Google Analytics, and proposing actions to boost online presence and reachability.
- Support in developing communication reports
- Undertake other tasks as directed by Team Leader, Communications and Advocacy

Finally, UN Volunteers are required to:

T: +49 (0) 228-815 2000
F: +49 (0) 228-815 2001
A: PO Box 260111, 53113 Bonn, Germany
W: www.unv.org

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
Qualifications/Requirements

**Required Degree Level**
Bachelor degree or equivalent

**Education - Additional Comments**
Journalism, Communications, Media.

**Required experience**
36 months

**Experience Remark**
A minimum 3 years of experience in digital communications, preferably for an international organisation. Experience in analytics and data analysis and reporting is a must

**Language**
- English (Mandatory), Level - Fluent
- AND - Arabic (Mandatory), Level - Fluent

**Area of Expertise**
- Digital Communications

Results/Expected Outputs

- Production of reports and briefing materials, such as donor updates, internal sitreps, briefing notes for senior managers, and donor-specific reports.
- Preparation of funding proposals for donors.
- Preparation of communications materials such as video, social media and long form story content.
- Management of stabilization-related UNDP website materials.
- Organization and facilitation of donor and government missions to stabilization project sites.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

Furthermore, UN Volunteers are required to:
- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.
Conditions of Service and other information


Need Driving Licence
No

Competencies & Values

- Accountability
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Working in Teams

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.
In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

IRQR000409-10226

**Application procedure**

* Not yet registered in the UNV Talent Pool? Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool? Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 16 August 2021

**doa.apply_url**

https://vmam.unv.org/candidate/show-doa/SVJRUIAwMDQwOQ==

**Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*